

# THE HANDBOOK

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PUBLISHED BY THE STUDENT GOVERNMENT  
ASSOCIATION OF THE WINNIPEG GENERAL  
HOSPITAL SCHOOL OF NURSING.

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Aug 1st 1938  
Dampier Ward,  
Room 317, Nurses' Res.,  
General Hospital,  
Winnipeg, Man.

\$ 35 -

## CONSTITUTION

of the

STUDENT GOVERNMENT ASSOCIATION

of the

WINNIPEG GENERAL HOSPITAL

SCHOOL OF NURSING



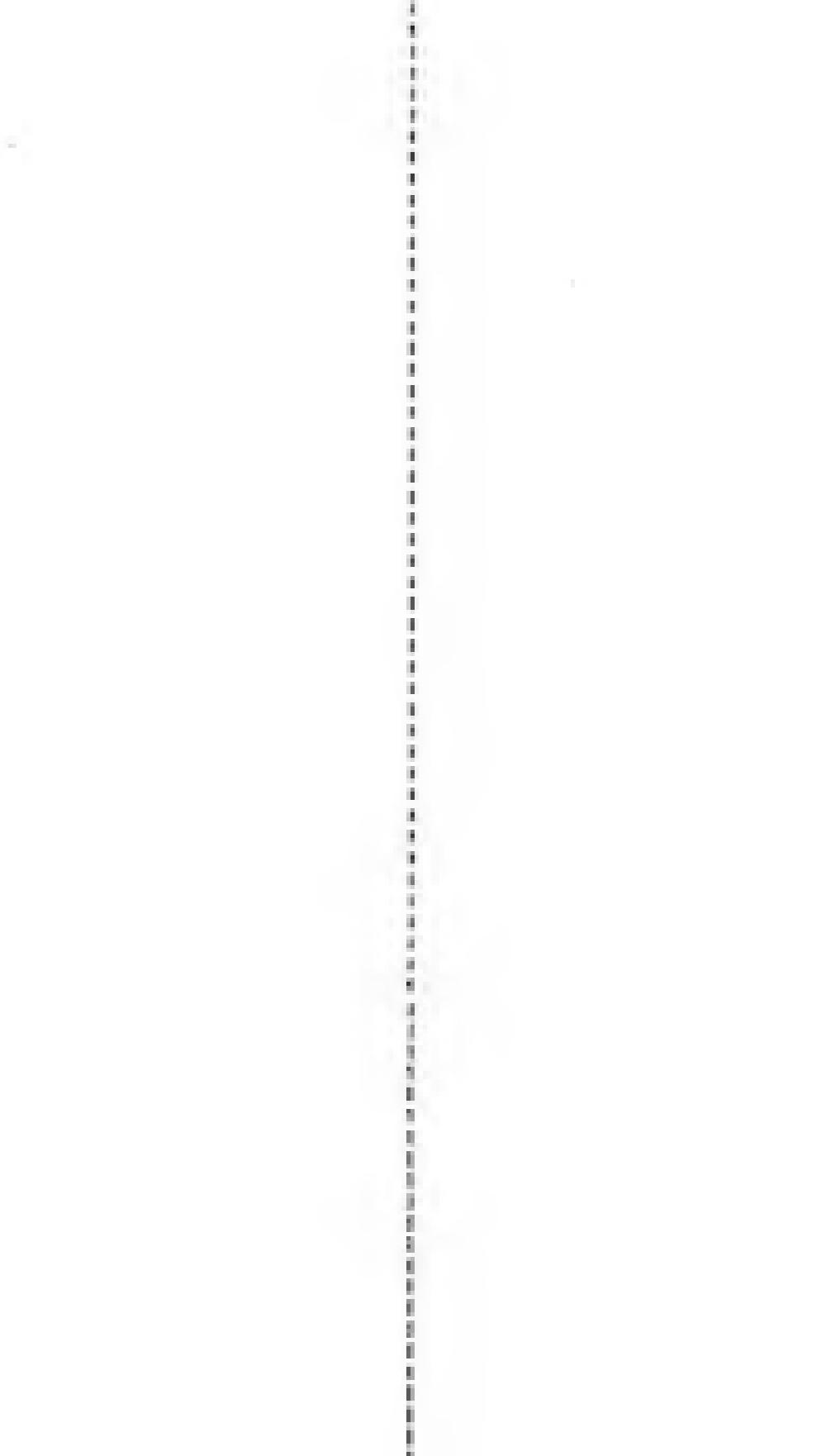
Dates: 1884-1885, 1886

of the school, and will make this book in my possession as long as I have.

I hereby acknowledge receipt of the "Wives' Handbook." I will read and study the policies

you make a general study of this book.

Yours sincerely & faithfully with the best regards to yourself & yourself. It is important that



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"Go forth into a busy world and love it,  
interest yourself in its life, mingle  
kindly with its joys and sorrows,  
try what you can do for others, rather  
than what you can make them do  
for you, and you will know  
what it is to have friends."

— Emerson



## FOREWORD

This little book has been revised by a special committee of the Student Council of 1947-48 of the Winnipeg General Hospital School of Nursing, for the purpose of helping the students to understand the school policies. If you study it your adjustment in the school will be comparatively simple and pleasant. In order that your own life may be happy as well as those about you we ask you to observe carefully the regulations contained herein, which have been compiled to give each person the maximum amount of freedom possible and to maintain a sound health policy and an atmosphere necessary to study and education.

Read it repeatedly and keep it where you can refer to it frequently. You will find it a friendly guide that will save you many an embarrassment, and a friend at need.

We are all here, both staff and students, as co-workers, to help one another to greater knowledge through understanding and fellowship to attain professional success and happiness through service to the sick. May you, as a student, find lasting friendship and a true purpose in life while you are here.

BERTHA L. FULLER



**CONSTITUTION**

of the

**STUDENT GOVERNMENT ASSOCIATION**

of the

**WINNIPEG GENERAL HOSPITAL**

**SCHOOL OF NURSING**

**Article I**

**NAME**

The name of this association shall be "The Student Government Association of the Winnipeg General Hospital School of Nursing."

**Article II**

**PURPOSE**

The purpose of this association shall be

1. To increase the feeling of co-operative unity among the students and faculty
2. To promote individual responsibility in the maintenance of the professional and social aims of the school.
3. To encourage and support all progressive enterprises in the social cultural and professional life of the students.

**Article III**

**MEMBERSHIP**

**Section 1.**

All students in the School shall be considered active members of the Student Government Association upon being accepted into the School of Nursing.

### Section 2

All preliminary students in the School shall be considered junior members of the Student Government Association without voting privileges.

### Section 3

All affiliates in the School shall be considered associate members with voting privileges after one year's affiliation.

## Article IV

### STUDENT GOVERNMENT COUNCIL

#### Section 1 (a) Voting Members

The voting members shall consist of a president, first, second and third vice-presidents, secretary-treasurer, social convenor, library convenor, the president of each year, president of the Nurses Christian Fellowship, president of the Glee Club, and the convenors of all standing committees.

#### (b) Non-voting Members

The non-voting members shall consist of the honorary president, and the Faculty representatives of each year.

The honorary president shall be the Superintendent of the School of Nursing of the Winnipeg General Hospital.

#### Section 2. Executive Committee

The executive committee shall consist of the first six voting members.

#### Section 3. Qualifications of Members

All nominees for office must have a clear record of conduct, ward efficiency and class work.

The nominee for president shall have been a previous member of the Student Government Council.

## W.G.H. SCHOOL OF NURSING

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### Section 4. Nomination and Electing of Officers

(a) Classes shall make nominations for the following officers at the last class meeting of the spring term:

Senior Class (the class which will be Senior in the fall):

President from Section B.

First Vice President from Section B.

Third Vice President from Section A.

Serial Convener from Section B.

Library Convener from Section B.

Intermediate Class (the class which will be Intermediate in the fall):

First Vice President from Section A.

Second Vice President, from either Section

Secretary from either Section

Serial Convener from Section A.

Library Convener from Section A.

Junior Class (the class which will be Junior in the fall):

Treasurer

The proposed list of nominees shall be submitted to the Superintendent of Nurses for final approval.

(b) Election of officers for the coming academic year shall be held during May, election by ballot. Effective student government requires the full support of the students. Each student is responsible for casting a vote.

(c) If a vacancy occurs during the year nominations and elections shall take place in the same manner.

### Section 5. Removal from Office

A Council member may be removed from office for misconduct, inefficiency or refusal to perform the duties of her office, by a three-quarter's vote of the students of the school.

## Article V

## DUTIES OF COUNCIL MEMBERS

## Section 1. The President shall

(a) Preside at all meetings.

(b) Be ex-officio member of all committees without casting vote.

(c) Give the deciding vote in case of tie.

(d) Counter-sign all cheques.

(e) Present the report of the year's work at the last mass meeting of the year.

(f) Represent the student body at all official functions.

## Section 2. The First Vice-President shall

(a) Perform the duties of the president in his absence.

(b) Appoint and oversee the priests of the Nurses' Home.

(c) Act as chairman of the Resident Committee.

## Section 3. The Second Vice-President shall

(a) Preside at council meetings in the absence of the president and first vice-president.

(b) Be in charge of the Involuntary cards, along with the three other vice-presidents.

## Section 4. The Third Vice-President shall

Represent the Senior Class, Section A.

## Section 5. The Secretary shall.

(a) Keep the minutes of all meetings.

(b) Register new members.

(c) Keep an accurate roll call and shall call the roll at all general student meetings.

(d) Carry on all correspondence as directed by the president.

(e) Post all notices.

#### Section 6. The Treasurer shall

(a) Act for the secretary in her absence.

(b) Have charge of all funds and countersign all cheques.

#### Section 7. The Social Convenor shall

(a) Have charge of all social functions of the association.

(b) Call upon the social convenors of the classes to aid her in the carrying out of her duties if necessary.

#### Section 8. The Library Convenor shall

(a) Co-operate with the convenor of the Library Committee and Librarians in being responsible for all books and shall offer suggestions for the addition of books to the library.

(b) Have charge of the library finances apart from the Student Council fund and have cheques countersigned by the president.

(c) Act as School Historian and keep a scrap book in which she shall arrange in permanent form records of all events pertaining to the traditions of the school and record such current events as might be of use at some later time.

#### Section 9. The Executive Committee shall

(a) Carry on the technical business in the conduct of the Student Government Council.

(b) Upon request by the Student Government Council have the power to act and wear any special cases referred by the Resident Committee.

Article VI

REPRESENTATIVES TO STUDENT GOVERNMENT COUNCIL

Section 1 Glee Club

The president elected by the Glee Club shall attend all Student Government Council meetings.

Section 2 Sigma Chi Christian Fellowship

The president of the Sigma Chi Christian Fellowship shall attend all Student Government Council meetings.

Section 3 President of each year

The president of each year shall attend all Student Government Council meetings. She shall report to her respective class current business discussed at the Council meetings and shall report to the Council representative from her class.

Article VII

STANDING COMMITTEES

Section 1 Music Committee

Two members from each class shall be elected at the October class meetings. As soon as possible after their election the committee shall meet and choose a chairman who shall represent the committee at Student Government Council meetings. This committee shall be responsible for arranging monthly record exchange and arranging for sing-songs at the main meetings of students.

Section 2 Moving Picture Committee

This committee shall be composed of those students who have learned to operate the moving picture machine. As soon as possible after the October class meetings, the committee shall meet and choose a chairman who shall represent the committee at Student Government Council meetings. This committee shall be responsible for arranging and caring for films and operating the machine at programs.

### Section 3 Big Sisters Committee

This committee shall be composed of four students, two students to be the case presidents of the senior and intermediate years, one other student to be chosen from each senior and intermediate class at the October class meetings. One faculty representative shall be elected from the Council. The committee shall be elected at the first meeting of the year. Such a committee shall function in organizing the Big Sister program for January and the following September.

This committee shall review the qualifications for Big Sisters the program and shall appoint a senior as Big Sister to each Little Sister of the incoming junior class. The faculty representative shall acquaint the Big Sisters with the responsibilities of their position.

### Section 4 Presidents Committee

This committee shall consist of the first vice president of the council as chairman, three other members of the council, one from each year appointed by the president and one faculty representative.

The committee shall draw up rules of instructions and rules concerning residence discipline and uniform standards. The committee shall report to the council the details of and give instructions for dealing with such cases.

The committee takes the responsibility for verifying errors in the signing of the late-leave cards.

### Section 5 Sports Committee

Two members from each class shall be elected at the October class meetings. As soon as possible after their election the committee shall meet and choose a chairman who shall represent the committee at council meetings. The committee shall be responsible for maintaining the sports programs for students.

**Section 6. Prayers Committee**

This committee shall consist of two students elected by the Nurses Christian Fellowship. Two students from each year, one faculty member selected by the students and approved by the superintendent of nurses. The committee shall plan the conduct and content of Morning Prayers.

**Article V II****ELECTION AND ORGANIZATION OF CLASSES****Section 1. Class Officers****(a) Qualifications**

All nominees for office must have a clear record of conduct, ward efficiency and class work.

**(b) Election**

Class Officers shall be elected in October of each year.

**(c) Removal**

A class officer may be removed from office for misconduct, inefficiency or refusal to perform the duties of her office, by a three-quarters vote of her class.

**Section 2. Faculty Advisors**

(a) The A Section of the junior class as soon as they are capped will elect as advisor, one faculty member. This faculty representative will be reconsidered in joint session with Section B when they are capped and she will act in the capacity of advisor to the class until they graduate.

(b) Faculty advisors shall attend all council, class and mass meetings of the students.

## Article IX

### DUTIES OF CLASS OFFICERS

#### Section 1. The President shall

- (a) Preside at all class meetings.
- (b) Call special meetings when necessary.
- (c) Counter-sign all cheques from class funds.
- (d) Attend Student Government Council meetings.
- (e) Perform such other duties as pertain to the office of president.

#### Section 2. The Vice-President shall

- (a) Perform the duties of the president in her absence.
- (b) Assist the End Year-President of the Student Government Council in checking late-leave cards.

#### Section 3. The Secretary-Treasurer shall

- (a) Keep the minutes of class meetings.
- (b) Keep a record of attendance at class meetings.
- (c) Have charge of all finances and sign all cheques from class funds.
- (d) Notify students of the affiliation schools at class and mass meetings three days before the meetings.

#### Section 4. The Social Convenor shall

- (a) Have charge of all social functions of the class.
- (b) Assist the social convenor of the Student Government Council if necessary.

#### Section 5. The Library Representative shall

- (a) Attend meetings of the Library Committee.
- (b) Bring suggestions from the class as to selection of new fiction books for library.

#### Section 6. The Music Representative shall

- (a) Attend meetings of the Music Committee.

(b) Assist in the arranging and advertising of record programs and any other activities of the committee.

#### Section 7 The Moving Picture Representative shall

(a) Attend meetings of the Moving Picture committee.

(b) Assist in operating the moving picture machine and arranging programs as decided by the committee.

#### Section 8 The Sports Representative shall

(a) Attend meetings of the Sports Committee.

(b) Assist in maintaining and advertising a sports programs.

### Article X MEETINGS

#### Section 1 Student Government Council

(a) A meeting of the Student Government Council shall be held the last Monday or Tuesday of each month at 7:30 p.m., this date subject to change by the executive. Representatives unable to attend must provide a substitute. Members of the Student Council shall be advised one week in advance of the meeting date.

(b) A quorum shall consist of a two-thirds majority of the Student Government Council.

#### Section 2 Class

(a) Class meetings shall be held once a month Senior, Intermediate, Junior, the first Monday of each month at 7:30 p.m.  
Subject to Change by the executive.

(b) Attendance at class meetings shall be compulsory. Those on evening duty or enjoying a day off will be excused.

(c) A student will forfeit one 11:30 p.m. late leave the following week if absent from class meeting without a valid excuse.

**Section 3. Mass Meetings**

(a) Mass meetings of the Student Government Association shall be held approximately every three months at the discretion of the Student Government Council.

(b) Attendance at these meetings shall be compulsory. This shall include members of the preliminary class. The two year affiliates shall also attend. Those on evening duty or enjoying a day off will be excused.

(c) A student will forfeit one 11.30 p.m. late leave the following week if absent from mass meeting without a valid excuse.

**Article XI****FEES****Section 1 Student Government Association**

\$2.00 fee shall be paid to the Student Government Council at the time each student is capped. This will cover the dues for the three years.

**Section 2 Class Fees**

\$1.00 fee shall be paid each year to the class treasurer at the time designated by the class executive.

**Article XII****AMENDMENTS**

Amendments to Constitution may be made by the vote of a two-thirds majority of the entire student body a notice of amendment having been posted a week prior to meeting.

## EDUCATIONAL POLICIES

The following shall be done for a student's organization and filing the supplemental examination. If a student fails in a supplemental examination after the regular period, it will be given to the subject before a failing grade is given to him. The student has three days in which to make up the failing grade and this will be done in the regular examination.

~~Supplementary Exams~~ The results of a supplementary examination are given to the student in the subject in which he failed in the regular period. The student will be responsible for the regular examination. The date of the examination in his subject supplementary will be the same day that he failed under the regular date from the date the student failed to be released in the subject and not to a date one week after the return of the paper.

### Dismissal

Dismissals of students are to be withheld until all supplements are complete and until the standard of the student is satisfactory during the period of trial. The student will be informed of the length of the trial period in which the may qualify for graduation.

### Academic Work

To maintain an acceptable standard of work a student may fail one subject in any one of the four year periods. Preliminary, Junior, Intermediate or Senior with the exception of Nursing. After the date failing to obtain a passing grade in either theory or practice in Nursing does not be disallowed.

Consequently a student may have no other than four supplements during her three years in the School of Nursing. Students not maintaining the standard will be asked to resign from the School.

### Class Attendance

Students failing to attend class for any reason other than reported illness will forfeit the attendance money the nursing instructor within twenty four hours. The

described, p. procedure. For alternative situations see for the dental or dental or medical or surgical and for the general situations an application to the appropriate section of *Rules*. It is the student's individual responsibility to apply for admission with the *Admission Officer* and for admission to any other nursing courses to have an application for admission to the appropriate section of *Rules* and to submit it to the appropriate section of *Rules* when an application is submitted.

Applications will be considered on a plan basis, where one application should be submitted to the Head Nurse of the appropriate section of *Rules*. There should be one application submitted because the Head Nurse of the appropriate section of *Rules* is responsible for the admission of the student to the appropriate section of *Rules* and the Head Nurse of the appropriate section of *Rules* will be responsible for the admission of the student to the appropriate section of *Rules*.

1. The permission to present himself for final examinations is an automatic right which is given by all examinations and other practical work by authority. Should a student be required to attend all or some other examinations, practical or practical demonstrations and field trips in each course with the following exceptions:

#### (a) Reported Cases to Dispensary

One special permission granted by the *Administrator* of Nurses

These students should report such examinations only when participating in their extraordinary routine work.

These examinations singly or collectively may not be an excuse of:

1. Absence from a course of less than 10 hours

2. Absence from a course of 15 to 24 hours

3. Absence from a course of 25 to 34 hours

4. Absence from a course of 35 or longer hours

These 2 hours of laboratory practical demands more or less time and practice to equivalent to 1 hour of lecture.

2. Absence from class in excess of the requirements for 1 month or 8 hours it should be considered by the *Administrator* and *Admission Officer* whether such

any other special consideration in the student's *Program of Instruction* and *practical ability*, and if

same are of sufficient merit the committee may permit the student to complete the course preceding the undertaken the special studies relative to the course which it may be assigned to her in view of classes missed.

(b) Failure. The student from the withdrawal of the course or discontinuation of both. If she leaves from the course a minimum of three months after her withdrawal the student is liable to expulsion if the student's clinical experience she may be asked to withdraw from the school until the year or longer the Board of Appeals if she presented again.

Note: A student is not entitled a right of red if he leaves the course and she has completed the course of instruction pertaining to that specialty in pediatrics or obstetrics.

3. If a student withdraws or quits out of class or evidence to which it leaves it and she does not pay what she is liable for the privilege of having a place of residence for that, and chooses to do so with the time shall be given to her a place of the building the committee of the institution to the opportunity of getting this maintained.

4. The maximum number of special or each course given to the school shall not be fifteen and fifteen who will inform the committee of the committee who have left the course as soon as any student for any reason has been absent from the school during the course of sixteen of hours permitted in Article 2.

#### Requirements in Clinical Proficiency

To maintain satisfactory standing a student will be expected to sustain an average of 90% in reports of clinical experience.

The student failing to fulfill these her report will be subject to her failure. Her report will be discussed with her and her family advised.

(b) The committee failing to a valid and sufficient reason for a review of all of the student's clinical reports health and personal problems which might have a bearing on her fitness. If no adequate basis to found for her unacceptability nursing practice the

family and student will be advised that a third consecutive failure will be cause for the school's recommendation for her withdrawal from the school.

3) If a student has a failing report from each of three distinctly separate Clinical services i.e. Surgery, Medicine, Obstetrics, Pediatrics, etc., at any time during the three years without justifiable cause on investigation, she will be recommended for withdrawal.

## INSTRUCTIONS RE WEARING OF UNIFORM

### Preliminary Students

1 Preliminary students wear the basic dress and collar. Sleeves are worn rolled down except when assigned to ward duties.

2 When assigned to ward duty, students wear the basic bib apron foundation belt and collar. The bib apron is worn to hold the collar and bib in place. The sleeves are rolled as demonstrated.

3 Preliminary students wear a shift to all classes.

4 Gloves may be worn if necessary to classes in the classroom and the Medical College but are not worn in the laboratory or the demonstration room.

### Capped Students

1 When on ward duty complete uniform is worn and the sleeves are rolled up.

2 Third year students wear long sleeves and rolled stiff cuffs fastened with a pearl button.

3 For the last six months in the school students wear bib tabs over the apron band by fastening them with the school barpin.

4 The cap is pleated in the regular manner as demonstrated.

5 Emblems of promotion which relate to the wearing of uniform are

(a) The cap and cuffs may be worn following successful completion of the preliminary course of study in the school.

(b) The chevron and school pin may be worn following the successful completion of the first year in the school during which the student has demonstrated acceptable scholastic ability, nursing practice and personal adjustment to School life.

(c) The sleeves are rolled down and the rolled stiff cuff is worn upon the arm upon completion of the second year in the school during which the student has demonstrated acceptable scholastic ability, nursing practice and personal adjustment to school life.

(d) The cap is to be worn out over the apron band upon commencement of the student's 6 months in the school.

### Uniform and Civilian Dress

1. The nurse's uniform is worn completely and immaculately at all times.

2. Uniforms are to be kept in good repair. For those needing attention a requisition is made out at the Office of the Superintendent of Nurses, and when signed is taken with the uniforms to the Sewing Room of the Hospital.

3. The nurse will not leave the residence or hospital in partial or disguised uniform.

4. The nurse will make hospital visits in civilian clothes.

### 4. Students

1. Shoes are polished and in good repair.

2. Hosiery is in good repair.

3. School pins and watches are the only jewellery worn in uniform.

4. Nails are trimmed to conform to the finger tips and are well groomed at all times. Natural polished nails may be worn.

5. The hair is arranged securely away from the face and off the collar. Hairnets are worn if necessary.

6. Cosmetics are worn in moderation.

## REGULATIONS GOVERNING STUDENT RESIGNATION FROM THE SCHOOL

### Resignation

1 When a student wishes to resign from the School of Nursing, she should first see the Superintendent of Nurses and present a formal letter of resignation.

### Refunds.

2 She should go to the Education Director and obtain a refund voucher for the books and other materials on which she is entitled to reimbursement.

3. If she wishes to procure a refund on uniforms, the complete set (viz 4 dresses, 14 aprons and 12 bibs) must be presented to the Health Instructor for inspection and issuance of refund voucher.

4 The aforementioned refund slips should be presented to the O.S.N. from which she will receive a refund for unused caution money on deposit. All refund vouchers are then presented to the Cashier for payment.

### Academic Credentials

5. When at the O.S.N. the student should procure her transcripts of high school grades and letter of University registration from the secretary.

### Conditions re Issuance of Refund:

6. (a) Registration Fee—no refund.

(b) Books (used) - no refund.

Books (new) which have been paid for in advance but not received by the student at the time she resigns, a refund of the original cost is made.

(c) School will fit in good condition 80% of the original cost will be refunded.

(d) Caution Money - the amount of caution money remaining on deposit to the student's credit at time of resignation will be refunded to her.

(e) Locker Key - the student's deposit for a locker key will be refunded when the key is presented at the Nurses Home Office.

(f) Uniforms - 1. Refunds on used uniforms in good condition will be made as follows:

100% of cost of material if used less than 1 month

75% of cost of material if used less than 6 months

50% of cost of material if used 16 months

No refunds on uniforms will be made to students resigning from the School after the 16th month.

2. Refund will be made only if complete set of dresses (i.e. tops + 12) and aprons (1+) are presented.

3. A refund of 20c each will be given for used collars in good condition.

4. A refund of 15c each will be given for used caps in good condition.

5. The term "in good condition" means without stains or evidence of wear and tear, holes, ragged edges or seams, etc.

6. These estimates of refunds are based on the prevailing costs of materials when the student enters the School.

7. Students who resign after 12 months in the School are required to return to the Q.S.N. the chevron from each uniform in her possession.

Note: Students on leave of absence from the School for any reason are individually responsible for the storage and care of their uniforms. The School can not assume any responsibility for same.

### Vacation

- 1 There will be nine weeks of holiday distributed throughout the three years of training.
- 2 Nurses returning from vacation do not have to report to the Nurses Home until 12 m. midnight the next day of their vacation.
- 3 Students posted for holidays automatically commence holidays on completion of their last period of duty.
- 4 If a student should have her day off preceding the day on which her holidays commence, she is free to leave the residence. In every case she should sign the holiday book in the O.P.S. and the Nurses Home Office & receive her N.G. privilege is not necessary. However this does not imply that the student will always have the privilege of her day off immediately preceding the day on which her holidays commence.

### Illness and Infirmary

- 1 The individual student is expected to cooperate to the fullest to maintain a program of positive health in order to safeguard her health, her fellow students and the patients she is attending. It is essential that she will report any illness immediately to the Infirmary.
- 2 The student nurse is requested to seek medical advice from the house staff or private physician through the name in the Infirmary.
- 3 Students are not permitted to seek medical advice or medication from Doctors or Infirmary in the hospital other than through the routine channel of the Infirmary.
- 4 Students are admitted to the Infirmary and if deemed necessary, admitted to the hospital for treatment.
- 5 Students may have their own choice of staff doctors.

## 4. Reporting off duty

- (a) If a student becomes ill on duty, she must report off duty to the supervisor on the ward
- (b) Evening nurses must report off duty to the Infirmary before 9:00 a.m. so that arrangements can be made for replacement.
- (c) Night nurses must report to the Infirmary before 12 noon when ill.

7. Outside visitors are permitted with permission from the Nurses' Home Office.

8. Students wishing to visit in the Infirmary shall obtain permission from the Office of the Superintendent of Nurses.

9. Students convalescing in the residence shall report to the Infirmary at 8:30 a.m. and report in the evening at 9:00 p.m.

10. All appointments to the Doctor or Dentist are made by the Infirmary nurse.

## Sick Time Credit

Time lost on account of illness, up to one week each year, does not have to be made up. This time credit is not cumulative.

Time lost due to students' indiscretions out of line of duty will have to be made up.

## Prayers

1. Attendance at prayers is compulsory for all day students.

2. Students must be fully dressed and in the reception room by 6:30 a.m.

3. Those students late for prayers will forfeit an 11:30 p.m. late leave and will sign the "Late for Prayers" book according to the Nurses' Home time.

4. Students late for prayers twice in one week will forfeit all late leaves the following week.

5. When students are living at the Y.W.C.A. they are not required to attend prayers.

## RESIDENCE RULES

### Peg Board

At the front entrance of the Nurses' Residence hall is a peg board on which each student has a peg. The board has been arranged alphabetically so that the student whose first name begins first hangs her name on the board. When the student in the Nurses' Residence is the night nurse on the 1st floor responsible for a child, whether he is ill or not, she may, at the night shift, hang the child's peg to pegs on the peg board. When the night nurse finds the child may be an hour or two late for her shift, she may call the office or telephone her name and the name of the child to the office, which the office will then pass on to the student nurse. The student nurse will then telephone the child's mother to advise her of the child's whereabouts.

When a child is given up, the name of the student nurse on whose peg board it is and the front door number where the child is to be left, is to be given to the Office. The Nurses' Office will then call the child's mother to advise her of the child's whereabouts.

If a student is found keeping an extra key to her room, the fact is to be reported to the Residence Committee.

### Bulletin Boards

1. Bulletin boards are for all notices from the Office of the Superintendent of Nurses. It is the responsibility of each student to read all notices.

2. Several boards have been supplied for lectures for Student Association or for news bulletin and notices of events of general interest. The Student Government Council will be responsible for the student bulletin board.

### Messages and Phone Calls

1. Messages may be placed on the call board for students.

2. Telephone messages will be taken by the Nurses' Master Office and posted on the call board.

3. The buzzer system employed in the new part of the home is used as follows.

(a) One signal indicates a telephone call.

(b) Two signals indicate a visitor.

(c) In order to inform the person in the Nurses' Home Office that the buzz has been received, the student is requested to signal back.

Students under no circumstances are to remove persons' names from the bulletin board that are addressed to other students. This includes room mates and friends.

When it is necessary for a student to make an emergency telephone call after 10 p.m., she should see the nurse on duty in the Home and will be given permission to use the infirmary telephone. Otherwise there will be no calls to the outside after 10 p.m.

### Guests

1. Students should request their guests to enquire for them at the Nurses' Home Office. Guests should never go to a student's room without first announcing themselves at the office.

2. Guests may be entertained in the Reception Room or lady guests may go to the students' rooms when accompanied. Room guests may remain until 10:00 p.m. and Reception Room guests until 11:30 p.m.

### Meals

1. Meals will be served in the dining room at the following hours:

Breakfast from 6:30 a.m. to 8:00 a.m.

Morning coffee is served in Coffee Room from 9:00 a.m. to 10:30 a.m.

Dinner from 11:00 noon to 1:30 p.m.

Supper from 5:30 p.m. to 6:30 p.m.

Dinner for night nurses from 10:30 p.m. to 10:45 p.m.

Breakfast for the night nurses is served in the Coffee Room from 3:15 a.m. to 3:45 a.m.

2. Students wishing to have guests to a meal, will seek permission at the Office of the Superintendent of Nurses which will inform the residence.
3. Students will not wear slacks or shorts to the dining room.
4. Students are requested to refrain from going into the front entrance of the Nurses Home in a house coat.
5. Preliminary students will go to meals as assigned.
6. No food, utensils or supplies may be taken from the dining rooms or veranda without special permission.

#### Lights, Pictures and Furniture

One extension may be used attached to the lights.

2. The use of small electrical appliances, e.g. percolators, irons, toasters, etc is forbidden.

3. Rooms may not be defaced by the removal of furniture when the student leaves.

4. Pictures may be hung on walls provided approved books are used. These books are not to be removed from the walls. Other types of hangers damage the walls and are not permitted. Nothing is to be pasted on the walls. An initial supply of approved picture books may be obtained at no cost from the Nurses' Home Office.

5. Furniture is not to be removed from one room to another without the permission of the House-keeper.

#### Bicycle Garage

A bicycle garage is located on the veranda of the Nurses Home. The veranda has a self locking door and keys will be issued.

Each person who has a bicycle on the veranda will have a specific place for it and the number on it, being well correspond to the number of the site where her bicycle is to be parked.

There will be a charge of 50c for the key and, when the student is through and has turned in her key, she will have the 50c refunded. Students are not to pass their keys on to other students.

### **Hair Dryers.**

The hair dryer is for the use of all students and is situated on the fourth floor. It may be used from 7:00 a.m. until 10:30 p.m.

### **Kitchenettes**

The Kitchenette on the main floor of the Residence is for the use of the students living in the old part of the home. Kitchenettes on the second, third and fourth floors are for the use of the students on those floors. Each student is expected to see that the Kitchenette is neat and in order before leaving.

### **Laundry**

All articles sent to the laundry will be marked clearly with name tapes and in a labelled bag. Bags will be placed in the space allotted for this purpose at the foot of the stairs in the old part of the home by 8:00 a.m. Monday. Clean laundry will be collected on Friday, Saturday and Sunday at the hours specified on the Laundry Room door.

Persone laundry may be washed in the basins in the bathrooms before 10:30 p.m. Larger tubs are available in the Laundry Room.

Irons may be obtained from the Nurses' Home Office and are to be used only in the Laundry Room in the basement. They are to be returned to the Nurses' Home Office immediately after use.

### **Ping Pong**

Students may obtain equipment from Nurses' Home Office. A room is available in the Laundry building.

**Mat C.****Reception Room and Students' Room**

1. The radio and piano in the Reception Room may be used between 4 p.m. and 10 p.m.

2. Radios in the reception room and students' room should be played softly.

**Recreation Room**

This room is provided so that students may have an informal place where they can go in house coat or pyjamas to knit, sew, or read, etc., if their room duty is on night duty.

Students are asked to refrain from smoking in this room.

This room is open until 10 p.m. in winter and 10:30 p.m. in summer.

The proctor on the floor is responsible for its being kept clean and in order.

**Sewing Room**

A sewing machine is available for use by all students. The sewing room is on the first floor next to the smoking room.

**Smoking Room**

1. The smoking room may be used by all students.

2. Proctors to keep the smoking room tidy are appointed every two weeks. However it is the responsibility of each student to keep it as clean as possible.

3. The smoking room is open until 10:30 p.m. After that time it is not open to any student except evening nurses who are on their half hour before retiring and that only with the permission of the Night Supervisor in the house.

4. Students are not allowed to smoke in uniform.

5. Students other than evening nurses as above, found in the smoking room after 10:30 p.m. will be posted for the same forfeit that would be issued if they were late on a 10:30 p.m.

### Swimming Pool

1. The swimming pool may be used by all students.
2. Wednesday and Saturday from 3:00 p.m. to 5:00 p.m. is the time set aside for the male students to use the swimming pool.
3. Students visitors may enjoy the privilege of using the pool when accompanied by a student.

### Tennis Court and Volley Ball Court

1. All students may use the tennis courts and volleyball court every day except Sunday, provided they wear rubber soled shoes with no heels.
2. Visitors may be invited.

### Library Rules

1. Hours: Winter and Summer Sessions  
Mon. to Fri. 8 a.m. to 9 p.m. Saturday 8 a.m. to 8 p.m. Holidays 8 a.m. to 1 p.m.  
July and August - Week days - 10 a.m. to 8 p.m.  
closed 1 1:00 p.m. for lunch) Saturday and Holidays - 8 a.m. to 1 p.m.
2. The library is a place for quiet study. Conversation is not permissible. Nurses shall be considerate of others that the least possible disturbance be created. Nurses are individually responsible for adherence to all rules pertaining to the library. It is the responsibility of the librarians to enforce and apply the rules of the library as herein set forth.

3. The following are removable from the Library:
  - (a) Reference texts - of which multiple copies are possessed.
  - (b) Fictions, travel, biography and culture, books.
4. The following are not removable from the Library:
  - (a) Reference texts - of which one copy only is possessed.
  - (b) Magazines - National. (b) professional

10. Reference books may not be removed within the two weeks prior to a taught course of that subject.

### 5. Terms and conditions of loans

a) Reference books: 10 hours on a first-come-first-serve basis prior to examination.

b) Text books: two weeks and 10 hours on a first-come-first-serve basis prior to the exam.

c) Non-fiction, travel, biography, & literature books: two weeks, first-come-first-serve basis as there is a waiting list for these books.

d) If the student is keeping a book from the library it should be presented to the Librarian who will be issued the card and after the date on which the book should be returned.

e) If a book is issued, use the place of use the Library book is due only. There will be a chargeable fine for books placed elsewhere.

f) Books will be held especially for the replacement of books and are arranged after a due term of three weeks. They must be allowed to which the student had a loan or to return books. After a half term of 10 hours, two weeks will be allowed to replace the return and reference books. Reference books that returned in two weeks are will have a fine of 10 cents per day for each until they are returned or replaced.

g) A student having already dropped the Training School for affiliate's courses may borrow reference texts, of which there is more than one copy in the Library providing that same be returned in two days by the student who borrowed either.

### 6. Fines

Four cents per day long will be imposed upon excess holding any reference text fiction or non-fiction books over the specified time for which such books may be borrowed.

h) Request books cannot be held by the Librarian more than 24 hours after the name has been notified that the requested book is in the Library.

12. The violation of any rule or rules as herein stated will incur a one week suspension of library privileges for each day a book is overdue. The usual fine is also levied.

13. Student nurses will not be allowed the privilege of taking out a fiction book prior to going on half days if it cannot be returned before she goes.

#### Re: Straying Books

A fine of five cents payable to the Librarian will be automatically imposed upon the person whose text or note books are found lying around any place other than on the shelves provided in the class room.

#### Rules re: Radios

1. Students may have radios in their rooms as soon as they have moved to the new residence.

2. Each student wishing to have a radio in her room must first have it tested.

3. In deference to night nurses, radios may be on only between the hours of 4:00 and 10:30 p.m. daily.

4. Radios must be played softly at all times and must be turned off when leaving your room.

5. Since this will be a new privilege, students are on the honor to abide by the rules. To prevent any one student who may choose to disregard said rules from necessitating curtailment of privileges for all students, all members of student council, class executives and housekeeping department are authorized and obliged to speak to any student playing her radio at unauthorized times. A second offense will result in cancellation of the radio for one month and if she continues to disregard these rules her radio will be confiscated permanently. Every misuse of radios would be reported to the Residence Committee and the offenders will be required to appear before the Residence Committee to make an explanation.

### Fire Rules

Found in Standing Order Book on all wards

1. It is the duty of every nurse to familiarise herself with the location of the fire alarms boxes and their use, the location of the different extinguishers and their use, the location of the stretchers and poles and their use.

2. When the fire occurs ring the alarm and telephone the operator. Then proceed to use what ever apparatus is available extinguishers, poles etc until help comes. Close doors and windows to stop smoke particularly fire doors.

3. Ward Nurses will proceed at once to their own flats. Operating room staff and unattached nurses will go to the scene of the fire and act under the instructions of the senior officer present.

4. Great control must be exercised so as not to alarm the patients.

5. Patients able to walk should be dressed and compelled to remain on the bed until an order for evacuation is received.

6. Bed patients should be prepared for stretcher by having blankets wrapped around them to avoid delay if evacuation is necessary. Patients will not be removed from the ward except under the instructions of the Fire Chief or the Senior Medical Officer protocol.

7. The nurse in charge of E. flat will see that warming is given to the patients on L. flat and the General kitchen.

8. The Superintendent of Nurses will act with the Superintendent and see that all necessary arrangements are made for the comfort of the patients if removal is necessary.

### Tubular Fire Escapes

Tubular fire escapes which will take a patient sitting or lying or a patient on a mattress have been installed. These consist with G. F. E. and D.

flats of the Jubilee Wing, and with L (maids), K and J. They are equipped with special doors which open outwards when the crossbar is pushed down. It should be possible to load these chutes from all floors at the same time without jumping, provided the landing platform on the ground level is kept clear.

### Late Leave Privileges

1. Day students are expected to be in the Residence at 10:00 p.m. and in their own rooms with lights out by 10:30 unless enjoying the privilege of a late leave.

2. During specified summer months students may enjoy an extra half hour coming at 10:30 p.m. with lights out at 11:00 p.m.

3. Because of the Everbrooke bus schedule, a maximum leeway of five minutes will be granted on the 10:00 p.m. hour.

4. A student late on a 10:00 or 10:30 p.m. loses the 11:30 p.m. or if she is late for lights out.

5. A student found in another student's room after 10:30 p.m. shall lose one 11:30 privilege the following week.

6. Bath tub showers and the pool may not be used after 10:30 p.m.

### Late-Leave Privileges

1. Pre-Clinical students may have

(a) One 11:30 pass per week.  
(b) Two 12:30 passes during the preliminary period or two overnights or one 12:30 pass and one overnight.

(c) There will be two weeks during her first four months in which the pre-clinical student may have both an 11:30 and a 12:30 or overnight.

2. Juniors may have

(a) One 11:30 pass per week.  
(b) One 12:30 pass or one overnight per month.

(c) There will be one week during the month in which the Junior student may have both an 11:30 and a 12:30 or overnight.

### 3. Intermediate may have

- (a) One 11:30 pass per week
- (b) Two 12:30 passes per month or one 12:30 pass and one overnight per month

### 4. Seniors may have

- (a) Two 11:30 passes per week
- (b) Two 12:30 passes per month or two overnights, or one 12:30 pass and one overnight per month.

Never more than two privileges of any type may be taken in any one week without the permission of the Superintendent of Nurses.

## 5. Affiliation

Students are advised that when they are at the King George Hospital or the Children's Hospital, they come under the jurisdiction and regulations of that hospital and not under the regulations in effect at the Winnipeg General Hospital.

Students from other hospitals, enjoying affiliation at the Winnipeg General Hospital, abide by the regulations of the Winnipeg General Hospital School of Nursing.

## Penalties for Disregard of Policies

1. If a student is late on an 11:30 late leave she forfeits an 11:30 the following week.

A student loses all late leaves for the following week if

1. She exceeds her allotted number of late leaves for the week

2. She takes a late leave which she has been posted to forfeit.

N.B. A student who loses an 11:30 pass may not substitute a 12:30 pass or an O.N. in its place. She is allowed only one late leave for the week.

the results of the study. The following table summarizes the results of the study.

## 3. Overnachten

Category	Sub-Category	Definition	Example	Notes
1.0	1.1	1.1.1	1.1.1.1	1.1.1.1.1
2.0	2.1	2.1.1	2.1.1.1	2.1.1.1.1
3.0	3.1	3.1.1	3.1.1.1	3.1.1.1.1

1. *What is the best way to learn?* *What is the best way to teach?*

1. **Question 1:** What are some of the strengths of the new system? What are some of the weaknesses?

In the special circumstances if a student makes two O.W.s in successive permission must be obtained from the O.B.W.

The students who have planned to take an overnight and find that their plans have changed so that they do not wish to take same should see the head nurse earlier on duty in the Nurses Home and have her initials through the overnight card on the late leave card and write across the card give ship. Not Taken. The ship should then be brought to the O.B.W. the following morning so that the overnight leave may be checked properly. Students will not be held responsible for failure to do overnight letter.

If it is no desired student is allowed to take two 12:30 a.m. privileges in succession. This would cause no other privileges for the week.

Fourteen days previous to the following date the senior students may have as many 12:30 a.m. leaves as they desire. In failure to be in the Nurses Home at that time all privileges 12:30 a.m. will be forfeited. If a senior student is on night duty at this time she may take as many 12:30 a.m. as desired.

An overnight may be taken by an external nurse after she comes off duty provided she is properly reported and has permission from the O.B.W.

### 12:30 Late Leaves

If any student of any year attends over 12:30's in a month or is late on her 12:30 she will have all 12:30 late leaves for the following three months.

### Overnights

Any student who exceeds her overnight privileges during the month will lose all overnights for the next six months. She may continue to enjoy her 12:30 late leaves.

A student who is late on a 12:30 privilege or 12:30 for the following:

### Late Leave in Room

(a) A student may take an 11:30 to her room for study purposes. If a student has planned a late permit out of the Nurses Residence and returned before 11:30 or 12:30 p.m., she may enjoy the remainder of the late leave in her room if she wishes, provided she signs her card 11:30 or 12:30, puts a "late leave in room" card on her door, is quiet and does not disturb other people in the corridor. Her light must be out promptly at 12:00 p.m. or 1:00 a.m.

(b) Late leaves in your room are not a recommended form of recreation and it is not advisable to indulge in them frequently.

### Night Nurses' Privileges

- 1 Night Nurses must retire by 9:00 a.m.
- 2 They may not leave the residence before 4:00 p.m. unless special permission has been granted by the Night Superintendent.
- 3 Night nurses will report in by 11:00 p.m. for duty at 12:00 p.m.
- 4 Dinner will not be served in the dining room after 11:45 p.m.

### Junior Night Nurses

May enjoy one late retire (12:30 p.m.) or one early rise or one 11:30 p.m. pass per week. Only one privilege may be taken.

### Intermediate Night Nurses

May enjoy one late retire or one early rise and one 11:30 pass per week. Only two privileges per week may be taken.

### Sen or Night Nurses

May enjoy one late retire or one early rise and/or two 11:30's per week.

Only three privileges per week may be taken by any student. Night nurses may not enjoy these privileges in their room.

Night nurses taking their late return privilege may not receive telephone messages until 8:30 p.m. and may not leave the residence until 6 p.m.

If a night nurse has to forfeit a privilege for a stated time and changes in day or evening duty she must still forfeit all privileges for that time.

If a night nurse takes a late returning privilege which is equivalent to an 11:30 p.m. an early rise during the early part of the week and is taken off night duty in the middle of the week only a senior and no intermediate nurse would have a further 11:30 p.m. privilege for the week and vice-versa.

Fourteen days previous to the finishing date, the senior students on night duty may enjoy as many early rise privileges as they desire. Any student leaving the residence before 3 p.m. shall forfeit all further early rises.

When night nurses take a late returning privilege, they will be expected to sign their late leave card with red ink the hour they come in and will be expected to be in bed within one half hour. They will also get out and in at the Nurses Home Office.

When night nurses take an early rise privilege, they will be expected to sign their late leave card 3 p.m. with red ink. e.g. when leaving the Residence at 3 p.m. she will sign 3 p.m., if she is taking this type of leave.

#### Forfeits

Night Nurses not in bed by 9 a.m. or coming in late after 11:30 p.m. or a late return privilege or found in another student's room after 10:30 shall forfeit one privilege for the following week.

Any student who exceeds the given number of privileges for one week shall forfeit all privileges for the following week.

Any student taking an early rise, who leaves the residence before 3 p.m. without special permission, shall forfeit all privileges for one month.

Any students disregarding forfeits posted, will be dealt with individually.

### Evening Nurse:

Students on evening duty who exceed the thirty minutes time for retiring, will lose all their 11.30 late leave privileges for the following week.

An evening nurse wishing to take a shower or bath after she comes off duty must ask permission of the graduate on duty in the Nurses Home, before taking same. This shower or bath must be taken within the allotted thirty minutes retiring time.

### Re Nurses on Call:

Nurses on call for the operating room may not leave the residence under any circumstances. Go to the Medical college for class meetings.

### Re Signing Late Leave Cards:

Regardless of the time a student returns to the residence she will sign the time for the type of late leave she intends to take, e.g. when retiring in at 11.05 p.m. she will sign 11.30 p.m. If she is using this type of leave, or 12.30 a.m. if she is using a 12.30 leave. If however a student is late in returning she will sign the exact time she entered the residence, e.g. 11.30 a.m. After signing for her late leave each student will then procure a late leave card for room. These will be collected by the night staff providing they are left on the door. If failing to leave the card on her door the student forfeits the 11.30 privilege the following week.

### Re Special Privileges:

Special privileges for day or night nurses should come directly from the Superintendent of Nurses herself.

### Proctors

Proctors' duties must be done at the time they are scheduled to be done and not after returning from a late night or evening duty that is

1. The kitchenette must be cleaned by 10:30.
2. Check fire doors at 7 p.m. and 10 p.m.
3. If the student is out on an overnight or a late leave, or following evenings, she must provide a proctor to do her evening duties at 10:30 p.m.

Due to the failure of proctors to appoint substitutes when they are on evening or night duty or when taking an overnight or late leave the class officers of the class to which the proctor belongs, will be held responsible for the proctor duties.

Proctors of each floor of the New Home are responsible for bringing a tray of food from the main kitchen in the Home to their respective kitchenettes each Sunday evening before 7 p.m. if possible.

4. Proctors are expected to clean the kitchenette at 10:30.
5. Proctors are reminded that failure to do their duties will cause them to forfeit a late leave, one 11:30 at each offense.

### Big Sister Association.

The objectives of the Big Sister Association are

1. To strengthen the bond of fellowship between student nurses.
2. To welcome preliminary students to the School of Nursing.
3. To assist preliminary students in making satisfactory social adjustments within the school.

## Choir Club

Choir Club meetings are held every Monday at 8:00 p.m. in the Reception Room during the months of September to May. The choir is directed by a professional conductor and one staff member who acts as business manager. An executive committee is elected each September consisting of a President, 1st and 2nd Vice Presidents, Secretary, Treasurer, Social Convener, Librarian and a Captain from each section. All student nurses interested in singing are invited to join in September or January.

Students attending Choir Club will be expected to be in their rooms by 7:30 p.m. If there is no other occasional special practice time beyond 10 p.m. the President of the club will see the graduate nurse on duty about it beforehand so a definite time may be set for the students to be in their rooms and to bed.

## Nurses Christian Fellowship

The Nurses Christian Fellowship is affiliated with the Inter-Varsity Christian Fellowship of the University of Manitoba and is one of the many inter-denominational nurse fellowship groups now organized in Canadian and American Schools of Nursing. Weekly meetings are held in the Nurses Residence for prayer and Bible study. All students are invited to attend the meetings.

## Alumnae

The Winnipeg General Hospital Nurses Alumnae Association is an organization in which all graduates of the school are eligible for membership. The nurse automatically becomes a member on graduation receiving a year gift membership following which time she may continue her membership by paying the annual fee of \$1.00. Accepting as its goal the promotion of the Winnipeg General Hospital School of Nursing and of general education and nursing interests as a whole, the Alumnae Association includes among its activities the provision of scholarships and loans to graduate nurses.

**M.S.N.A.**

Students may attend the weekly sports night usually sponsored by the school or by the Manitoba Student Nurses Association. The facilities of the school are available to all student nurses, e.g. tennis courts, swimming pool.

**Traditional W.G.H. Activities.**

August—Big Sister-Little Sister Tea.

October—Halloween Dance sponsored by the Intermediate Class.

December—Christmas Dance sponsored by the Student Council.

Christmas Day—Early church service. Glee Club Carols for patients.

Christmas Dinner and Party.

December—Capping Ceremony and Reception.

Big Sister-Litt'l Sister Tea.

February—Valentine's Dance sponsored by M.S.N.A.

March—St. Patrick's Dance sponsored by the Junior Class.

May—Capping Ceremony and Reception.

Annual Glee Club Concert.

Graduation Dance sponsored by the Intermediate Class.

Baccalaureate Service.

Graduation Exercises followed by Reception in the Residence.

Mothers' Tea.

Alumnae Dinner.

July—Summer Dance.

**POINTS OF INTEREST:****Churches**

Ellis Chapel—Located on Portage and Spence—Inter-denominational.

First Lutheran—Located on Victor close to Ellis—Lutheran denomination.

Knox Church—Located at Qu'Appelle and Edmeston—United denomination.

St. Matthew's Church—Corner of St. Matthew and Maryland—Anglican denomination.

St. Paul's Church—Situated on Notre Dame and Pearl, a few minutes walk from the Residence—United denomination.

St. Edward's Church—Arlington Street, one block south of Notre Dame—Roman Catholic denomination.

#### **Parks:**

Assiniboine Park—Easily accessible by taking a Portage streetcar to Deer Lodge, and walking across the footbridge. Boasts a fine flower conservatory, zoo, pavilion, grass tennis courts and acres of green fields where many a cricket match is played.

Kildonan Park—At the end of the North Main car-line. Is Winnipeg's oldest and most naturally preserved park.

Victor Park—Located at the corner of Notre Dame and Victor. A few minutes walk from the Residence.

W.O.H. Park—Small, very pretty park between William and Bannatyne, directly across from the Hospital. Students may go in full uniform.

#### **Libraries:**

Public Libraries: William Avenue between Dagmar and Kildonan; Cornish on Westgate.

City Health Library—Corner of Sherbrooke and Portage.

Provincial Health Library—Parliament Buildings on Broadway.

#### **Theatres:**

Capitol, Gaiety, Lyceum, Garrick, and Metropolitan—Situated right on Portage or close to Portage Avenue.

Wonderland—Located close to corner of Bannatyne and Sherbrooke—Inexpensive, close to home and very popular.

**Auditorium**—Corner of Mall and Vaughan Street. Winnipeg's largest concert auditorium. Home of the Celebrity Concert artists in the winter, Manitoba Musical Festival in the spring and dances during the summer months. Possesses an art gallery which is open to the public.

**Parliament Buildings**—Corner of Osborne and Broadway. Beautiful grounds. Interesting to observe the seat of provincial government.

#### **Sports:**

Skating at the outdoor rink, the Sherburn, or have fun at the Amphitheatre. It is the home of local hockey matches and the famous Curlers' Bonspiel. Rollerskating is very popular at the Winnipeg, situated just a stone's throw from Portage Avenue on Furby Street. Also at the roller rink at the Auditorium.

Tennis is lots of fun at the courts between the Hospital and the Nurses Residence.

Swimming at the outdoor pool at Sargent Park. A good indoor pool at the Sherbrooke Baths and also the T.W.C.A. Available any time—our W.O.H. pool. Basketball with gym weekly is inexpensive and good exercise at the Students Sport Night. Reasonable rates at the T.W.C.A. with swimming added.

**Osborne Stadium**—Corner of Whitehall and Osborne—the home of League Rugby and Baseball games also Track and Field Meets.

#### **Banks:**

**Dominion**—Convenient branch located on the corner of Sherbrooke and Notre Dame.

**Royal**—Convenient branch located on the corner of Sherbrooke and William.

Students may go to either branch in full uniform.

#### **Department Stores:**

**T. Eaton Company** on Portage Avenue.

**Hudson's Bay Company** on Portage Avenue.

Both stores are easy to reach by transferring from the Notre Dame or Sherbrooke buses respectively.



